Olive View-UCLA
MEDICAL CENTER

JOB OPPORTUNITY

CERTIFIED MEDICAL ASSISTANT

AMBULATORY CARE CLINICS

Olive View-UCLA Medical Center/Ambulatory Care nursing services is seeking well-qualified individuals to work in the Primary Care, HIV and Primary Care Clinic for Pediatrics. This position will be under the supervision of a physician, and will work closely with the Registered Nurse.

Responsibilities include, but are not limited to:

- Prepares patients for examination procedures
- Interviews and records the patient's medical history
- Obtains vital signs, weight and height
- Assists physicians with procedures
- Performs venipuncture and injections
- Performs non-invasive screening tests Collects specimens (urine, sputum, semen, and stool). Logs the specimens and prepares them for testing
- Performs simple laboratory tests that are typically performed in a medical office
- Applies and removes bandages and dressings
- Provides patient teaching, answers phones, greets patients at reception, schedules appointments
- Stocks and orders supplies as necessary
- Additional duties maybe assigned

Desirable Qualifications:

- Strong verbal and written communication skills
- Ability to work with various levels of staff to coordinate patient care
- Good Computer skills
- Flexible working hours needed
- Bilingual (Spanish) preferred
- One year experience in Inpatient Units
- Self-motivated, good team player
- Patient advocate
- IV and Blood Withdrawal Certification

Candidates must currently be a permanent County of Los Angeles employee who hold the payroll title of Certified Medical Assistant to be considered for a lateral transfer **OR** a reachable candidate on the DHS certification list to be considered for this position.

Resumes will be accepted until the needs of the department are met.
Interested applicants, please submit a copy of your resume, performance evaluation and your attendance documentation for the past two years to:

Nurse Recruitment and Retention Center
14445 Olive View Drive
Sylmar, CA 91342
Phone (818) 364-3317
kizawa@dhs.lacounty.gov
Open until needs are met